

# Safer Recruitment Policy

2023-2024



[www.kaa.org.uk](http://www.kaa.org.uk)

## **1. Policy Statement**

KAA is committed to safeguarding and promoting the welfare of children and young people in the academy and expects all staff, including volunteers, to share this commitment. In order to meet this responsibility, a rigorous selection process is in place to discourage and screen out unsuitable applicants. The procedures detailed in this policy ensure that all statutory requirements associated with the appointment of staff are met.

## **2. Purpose**

- 2.1 The procedures in this policy take into account relevant legislation and guidance, including the statutory guidance, 'Keeping Children Safe in Education 2023'. This also considers the Commission for Racial Employment's 'Code of practice on racial equality in employment'.
- 2.2 These standards ensure that KAA promotes equality of opportunity and ensure that practices and systems are transparent, objective, thorough and consistent. When recruiting and selecting staff, the academy will ensure those involved in the recruitment and selection process receive appropriate training.
- 2.3 The selection process should take account of issues relating to safeguarding children at every stage of the procedure and avoid an over-reliance on DBS checks as a means of 'sifting' out candidates unsuitable for working with children as only a small proportion of individuals actually have a criminal conviction.

## **3. Identification of Recruiters**

- 3.1 In all scenarios regarding recruitment, at least one member of staff in the process will have successfully received accredited training in safe recruitment procedures.

## **4. Recruitment and Selection Procedure**

### **4.1 Stage I – Recruitment Planning**

As soon as a vacancy arises the following actions are undertaken:

- Discussion with the Principal on the rationale for the post and/or whether the nature of the job has significantly changed
- Discussion with the Finance Director with respect to budget availability and the salary for the post under consideration

Once a post is approved for recruitment, the HR department prepares the candidate pack of which much include:

- Job description - this should state the post title, grade, lines of accountability, resources for which the post-holder is responsible. It should also include the purpose of the post, main duties and activities as well as making it clear that the post-holder will have responsibility for safeguarding the welfare of pupils
- Person specification – this should set out the essential requirements of the post in terms of qualifications, skills, knowledge, experience, abilities and other competencies or qualities that the candidate requires. The person specification should make clear

whether each criterion is essential or desirable and whether any criteria is more important any other

- Candidate information pack for applicants, whether online or in paper form, should include the following:
  - application form,
  - essential information on the academy
  - details of terms and conditions relating to the post
  - information about the recruitment process and how KAA safeguards against employing adults who might harm children
  - any relevant policies for equality and diversity and the academy's recruitment and selection procedure policies

## 4.2 **Stage 2 – Recruitment**

All posts should be advertised.

- Adverts for all posts, whether in printed articles, journals or online platforms, will include the statement “the academy is committed to safeguarding children and young people”.
- All post holders are subject to a satisfactory enhanced DBS check and two reference checks
- The recruitment advert should be attractive, clear and as far as possible, communicate the ethos of the academy

The KAA application form **MUST** be used for the recruitment of all staff. We do not accept CVs. All prospective applicants must complete an application form in full. The application form is designed to ensure that the following minimum information is obtained from candidates prior to shortlisting:

- Full identifying details including current and former names, current address and contact details
- Academic and professional qualifications relevant to the post applied for, including awarding bodies and dates
- For teaching staff, their DfE number and evidence of QTS status
- Confirmation of whether applicant requires a work visa
- A chronological employment history since leaving education and explanation for any gaps. Start and end dates should be provided
- A declaration of any family or close relationship to existing employees or to KAA's governors or to the Aldridge Education.
- Contact details for two referees, one being his/her current employer
- Statement of the knowledge, skills, experience and qualities the applicant is able to bring to the job and how they meet the person specification
- The applicant should confirm that they are not disqualified from working with children or subject to sanctions from any regulatory body
- The applicant should confirm that they have no convictions, cautions or bind-overs

## 4.4 **Stage 3 – Selection and Shortlisting**

The Principal is responsible for ensuring that the following standards are met:

- The HR department together with the department / SLT lead will undertake initial shortlisting to verify completeness of application forms, clarify any anomalies and

complete an initial assessment of suitability for the role based upon the role requirements. E.g. university degree

- The panel may also complete online due diligence checks on information available in the public domain which may give further information about the candidate's suitability for the post. Any information found during these internet searches may be explored further at interview where appropriate.
- As per updated KCSIE guidance, shortlisted candidates will be informed that online searches will be carried out.
- The panel must include a minimum of two employees and/or governors
- Those responsible for shortlisting should take part in the interview process
- Shortlisting of candidates will be against the person specification for the post
- A standard shortlisting matrix may be used for recording job applications with shortlisting criteria and a marking system. A cut off score for selection should be agreed before the applicants are assessed and applied consistently to all applications
- Each person involved in shortlisting should mark the applications separately before the meeting
- All applications should be scrutinised for consistency and completeness of information. Incomplete applications and CV should not be accepted
- Where possible references should be taken up before the selection stage so that any discrepancies can be probed during the selection stage (KAA's reference request template should be used).
- References should only include substantiated allegations, even if concerns are long-standing i.e. allegations determined from a disciplinary process

#### 4.5 **Stage 4 – Interviews**

The Principal must ensure that:

- In most circumstances interviews will always be face to face; telephone interviews may be used at the shortlisting stage but not used in place of a face to face interview
- Interviews are conducted by a minimum of two interviewers at all times
- A core set of questions to be asked of all candidates must be drawn up prior to interview based on the person specification
- Additional questions should be prepared before the interview relating to safeguarding and promoting the welfare of children including motivation to work with children, ability to form and maintain appropriate relationships, establishment of personal boundaries with children, ability to deal with challenging behaviour, attitudes to the use of authority and maintaining discipline
- Before the interview takes place the panel should agree the required standards for the post
- The interview panel should agree beforehand, based on the candidate's application and references, what additional issues specific to each candidate need to be explored
- Candidates should be reminded that they are subject to an enhanced DBS check

#### 4.6 **Stage 5 – Pre-appointment checks**

The Principal must ensure that all offers are made conditional on completion of all checks and that new recruits **do not commence work** without the following checks having been satisfied. The HR team is responsible for all pre-appointment checks and is trained in all aspects of safer recruitment.

This person should:

- Verify all qualifications and professional status (GTCE registration)
- Verify evidence of identity and address (birth certificate, driving licence, passport)
- Confirm that the applicant can legally take up employment in the UK
- Check list 99
- Obtain an enhanced disclosure
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS check is available
- Obtain medical questionnaire (should be sent out with offer letter)
- Satisfactory completion of induction period
- Obtain two references
- Where appropriate, obtain overseas criminal record check

In addition, staff new to the academy are subject to a probation period (length is dependent on role but will be a minimum of 3 months).

#### 4.8 Stage 6 – Post appointment documentation

Applications and details of those candidates not appointed should be destroyed in line with relevant KAA policies on document retention.

All other relevant recruitment documentation relating to the chosen candidate must be kept securely including application form, shortlisting forms, interview assessment notes and any selection tests.

### 5. Pre-employment checks

- 5.1 Details on procedures for DBS checks, references, qualifications medical fitness, employment of agency staff, actions regarding DBS disclosure is the responsibility of the academy's HR Advisor and will be communicated with the new employee via email at the earliest opportunity.

### 6. Single Central Record (SCR)

- 6.1 A single central record of safeguarding checks for all staff working within KAA, either on a paid or voluntary basis must be maintained.

### 7. Disclosure and Barring Service (DBS)

#### New Employees and Volunteers

- 7.1 All staff and volunteers employed at KAA will be required to have an enhanced DBS check. This should be updated every 3 years unless you have subscribed to the Gov.Uk update service. The costs for processing the enhanced DBS check are covered by the academy (even for volunteers) but where possible third party vendors may be asked to reimburse the academy for the administration fee.
- 7.2 It is KAA policy to request a separate DBS certificate even when the applicant or staff member already has certification from another employer or organisation.
- 7.3 If staff use the Gov.UK update service, the cost of this service should be paid by the applicant but will be reimbursed by KAA using the standard expenses procedure.
- 7.4 If staff decline to use this update service a new DBS certificate will need to be applied for before the date of expiry. The KAA HR department will inform staff of the need to do this.

Access to the update subscription service is restricted to KAA HR staff only. When KAA as an employer accesses a DBS using this service, it will confirm that it has express consent from the applicant to complete the check.

- 7.5 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR).
- 7.6 Copies of DBS certificates either in electronic or paper form will not be taken or retained except in exceptional circumstances. Any copy retained in these exceptional circumstances will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.
- 7.7 Any applicant who refuses to produce their DBS disclosure will not be able to start work at KAA and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer at KAA.
- 7.8 Information relating to an individual's criminal record will only be shared with the relevant people to enable KAA to make a decision about their suitability to work with children and young people.
- 7.9 Positive disclosures on a DBS certificate are not in themselves a bar to employment at KAA. All positive disclosures should be reported to the Principal and must be considered using a risk based approach. See Appendix I for suggested procedure

#### Existing employees and volunteers

- 7.10 An enhanced DBS check and a children's barred list check will be carried out for all existing staff and volunteers every 3 years unless this person is already on the update service and gives their consent for KAA to run a status check. This will be done at the 3-year expiry date. KAA reserves the right to carry out status checks before the expiry date based on a risk assessment.
- 7.11 An enhanced DBS and children's barred list check may be carried out on any employee or volunteer at any time where KAA has concerns about an individual's suitability to work with children and young people.
- 7.12 DBS certificates will only be issued to the applicant. KAA expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.
- 7.13 All existing employees are required to inform KAA of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. KAA may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform KAA of any change.

## **8. Agency Staff**

- 8.1 In the case of agency staff, KAA must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out above, including

## 9. Appendix

### 12.1 DBS positive disclosure checklist

#### Introduction

The Principal should use this checklist to make a decision about whether to employ an individual with a positive DBS disclosure.

Before making the decision to reject or offer or confirm employment following a positive DBS disclosure the Principal may offer the individual the opportunity to meet to discuss the contents in order to explain the context and assist decision making.

A positive disclosure will show cautions, warnings and convictions which may be spent or unspent. Enhanced disclosure checks will also show other police information which will be relevant and need to be considered. If a school or college knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity.

<b>Name of individual under consideration for employment</b>		<b>Date of meeting with individual</b>	
<b>Post applied for</b>		<b>Subject/work area</b>	
<b>Name of reviewing manager</b>		<b>Position</b>	
<b>Overall assessment of risk following this assessment (High, medium, low)</b>	<b>Decision based on risk</b>		<b>Comments – set out the rationale for your decision based on the responses to the questions below</b>
	<b>Employ</b>	<b>Do not employ</b>	
<b>If the decision is to employ detail any control measures to be put in place prior to checks</b>			
<b>Signature of reviewing manager</b>		<b>Date</b>	

In order to complete this form, you should discuss the contents of the disclosure to ascertain the detail and circumstances. Information can then be noted on the form. Following the meeting, the [head teacher/ principal/recruiting manager] should make a decision based on an assessment of risk.

#### Checklist for considering disclosures

Questions to ask	Guidance for manager	Answer	Comments
Is the individual listed on the Barred List?	<i>*If yes, the appointment is automatically unlawful and they must not be appointed to the role</i>	Yes*/No	
Is the conviction or caution relevant to the position?	Consider the impact of the nature of the offence on the post		
How serious do you consider the offence to be?	Do you judge the offence to be major, moderate or minor?		
When did the offence occur?	Within the last year, last 3 years, last 5 years, last 10 years or over 10 years		
How old was the individual when the offence occurred?	Were they a child or adolescent at the time?		
What is their age now?			
What were the circumstances of the individual at the time of the offence?	Consider their explanation and whether circumstances have changed – does this have an impact?		
Is there a pattern of offending?	Are the offences repeated? Frequent repeating of offences could indicate that the may re-offend		
Does the role allow the possibility of re-offending?			



What supervision will the individual have?	Consider how their performance and conduct will be monitored. Are there additional risks?		
Does the role involve responsibility for finance or management of other resources?	This will be relevant where the offence relates to fraud or theft for example		
Any other matters to consider			